



## **CAREER EXECUTIVE ASSIGNMENT (CEA) EXAMINATION ANNOUNCEMENT**

California State Transportation Agency strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

**DEPARTMENT:** CALIFORNIA STATE TRANSPORTATION AGENCY  
**POSITION TITLE:** DEPUTY SECRETARY, BUDGET AND FINANCE  
**LEVEL:** CEA B (Salary Range \$8,985 to \$10,703)  
**LOCATION:** SACRAMENTO  
**BULLETIN RELEASE DATE:** OCTOBER 30, 2015  
**FINAL FILING DATE:** OPEN UNTIL FILLED  
**CEA NUMBER:** 15CEA24

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Secretary and Undersecretary of the California State Transportation Agency (CalSTA), the Deputy Secretary for Budget and Finance is responsible for all fiscal policy and budget matters with regard to the Agency, departments and programs under the jurisdiction of the Agency. The incumbent provides functional supervision to the budget deputies of each department to ensure that appropriate systems are in place and responsive to current issues. The incumbent has significant interaction with the Department of Finance, the State Controller's Office, the Department of General Services, the Department of Human Resources, the Legislative Analyst's Office, the Legislature, CalSTA Department Directors, Chief Deputy Directors and Deputy Directors of Administration.

- Provides functional supervision to the budget deputies under the jurisdiction of CalSTA to ensure that each department and program meets specified requirements regarding fiscal policy and accountability for funds.
- Formulates recommendations to the Secretary in coordination with policy staff regarding complex fiscal policies in relation to the various programs of the departments and offices within CalSTA.
- Coordinates and reviews CalSTA, departmental, and program budgets and budget change proposal submissions.

- Prepares and presents testimony before legislative committees, and participates in meetings with legislative members regarding fiscal aspects of CalSTA programs.
- Serves as liaison with the Department of Finance and the Governor's Office regarding the CalSTA overall fiscal strategies and specific programs.
- Within the budget context, shares oversight responsibility of the administration of personnel matters, including but not limited to Exempts, CEAs, and civil service system appointments and promotions.
- Develops special reports on financial issues and analysis of options related to CalSTA, departments and programs.
- Participates in CalSTA activities as requested or delegated by the Secretary.

### MINIMUM QUALIFICATIONS

All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

### KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

**Knowledge of:** the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

**Ability to:** plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

## EXAMINATION INFORMATION

The examination will consist of a review of each candidate's application and Statement of Qualifications. The desirable qualifications listed on the bulletin will be used as evaluation criteria to score applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the desirable qualifications.

A passing score of 70% or higher must be obtained to establish eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA B, Deputy Secretary, Budget and Finance** with Caltrans. Applications will be retained for twelve months.

## STATEMENT OF QUALIFICATIONS

The Statement of Qualifications is a narrative discussion of how an applicant's education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.

Please submit a Statement of Qualifications in response to the following:

1. Ability to provide functional supervision to the budget deputies under the jurisdiction of CalSTA to ensure that each department and program meets specified requirements regarding fiscal policy and accountability for funds.
2. Ability to formulate recommendations to the Agency Secretary in coordination with policy staff regarding complex fiscal policies in relation to the various programs of the departments and offices within CalSTA. Ability to coordinate and review CalSTA, departmental and program budgets and budget change proposal submissions.
3. Ability to prepare and present testimony before legislative committees, and participate in meetings with legislative members regarding fiscal aspects of CalSTA programs.
4. Ability to serve as a liaison with the Department of Finance and the Governor's Office regarding the CalSTA overall fiscal strategies and specific programs.
5. Within the budget context, shares oversight responsibility of the administration of personnel matters, including but not limited to Exempts, CEAs, and civil service system appointments and promotions.
6. Ability to develop special reports and analysis on financial issues and options related to CalSTA, departments and programs.

## FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678) with dates of experience.
- The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

The application and Statement of Qualifications are to be submitted to:

Department of Transportation  
Division of Human Resources, MS #90  
Attn: Ashley McGuckin (15CEA24)  
1727 – 30<sup>th</sup> Street  
Sacramento, CA 95816  
or  
P.O. Box 168037  
Sacramento, CA 95816-8037

Or via email: [CEA.MSPexams@dot.ca.gov](mailto:CEA.MSPexams@dot.ca.gov)

**Application packets may be emailed to the above address. Questions regarding this examination should be directed to: Ashley McGuckin at (916) 227-7850.**

## GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The California State Transportation Agency reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SPECIAL TESTING
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If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.